



August 23, 2012

Registration and Title Bulletin # 029-12 Policy and Procedure

TO: All County Tax Assessor-Collectors

SUBJECT: Identification Requirements for Vehicle Title/Initial Registration

PURPOSE

(This RTB replaces RTB #029-12 dated August 13, 2012)

Effective September 3, 2012 – The purpose of this RTB is to provide clarification regarding the new identification rules related to vehicle title application and initial registration adopted by the Texas Department of Motor Vehicles (TxDMV) Board. The board's intent for the first phase of implementation is for the County Tax Assessor-Collectors and dealers to be able to select the types of ID that they will accept that fit within the minimum standards set by the board. County Tax Assessor-Collectors will have broad authority on this matter and still retain the authority to determine which ID's are acceptable in their county.

DETAILS

Identification (ID) rules adopted by the TxDMV Board will be implemented in two phases:

The first phase will begin September 3, 2012, and extend through August 31, 2013. During the first phase the minimum standards for an acceptable ID will be a current government issued ID that includes the following elements and is acceptable to the County Tax Assessor-Collector:

- Photograph
- Unique identification number
- Birth date
- Expiration date

The second phase will begin September 1, 2013, when only the following IDs will be accepted:

- Driver license or state identification certificate issued by a state or territory of the U.S.
- U.S. or foreign passport
- U.S. military ID
- North Atlantic Treaty Organization ID or identification issued under a Status of Forces Agreement
- U.S. Department of Homeland Security ID
- U.S. Department of State ID
- U.S. Citizenship and Immigration Services document

COUNTY ACTION

The rules as adopted require an applicant (with the exception of applications presented by a motor vehicle dealer licensed in Texas) for title or initial registration to present an acceptable form of ID to the County Tax Assessor-Collector. County Tax Assessor-Collector's office employees must visually check the ID to verify owner information, but are not required to make a copy or retain the information.

Licensed Texas dealers are not required to submit a copy of the ID to the county, but are required to retain a copy of the ID in their purchase and sales records. Dealers not licensed in Texas are required to present a copy of the applicant's ID to the county tax office.

Please find attached FAQs that should answer the most common questions you may receive.

CONTACT

If you have questions, please contact your local TxDMV Regional Service Center.

Sincerely,



Randy Elliston, Director
Vehicle Titles and Registration Division

Attachment